



## HP Charlotte News

REWS Charlotte

Vol. 2 No 3.

May 2004

*Working together for a better company*

### OFFICE STANDARDIZATION UPDATE

#### *REWS Answers Your Questions*

In June, REWS will have another presentation of our services. This time it will be in the form of a Q&A session. So if you have any questions about the following topics write to

[Charlotte.bsc@hp.com](mailto:Charlotte.bsc@hp.com)

- Shipping, Receiving, &Distribution
- Mail Services
- Security/Facilities Concerns
- Office Services
- Conference Room Logistics
- REWS Partners: Vendors (Coffee Service, HP Field Line, etc)

#### **REWS: Conference Room Initiative**

Many of you have asked why REWS' digital projectors must remain onsite. For those who have had meetings since this initiative was instituted, I am sure you can appreciate the decision.

REWS Americas is striving to make our conference rooms the technologically-advanced, customer-friendly meeting places they should be. We also want to have the same standard of excellence throughout our REWS-supported GTM (go-to-market) sites. For this reason, all of our conference rooms will become equipped with projectors, flipcharts, and necessary connectivity to move them into the 21<sup>st</sup> century. This is why projectors should be onsite at all times, so they can be ready for conference room use.

Look for these improvements to our conference rooms in the future!

- To purchase a digital projector for your business go to the [IEG-Procurement Link](#)
- To rent a digital projector go to the [HP Digital Projector rental](#) page or call 888-476-9372.

### HP AND THE COMMUNITY

#### *Community Event #2*

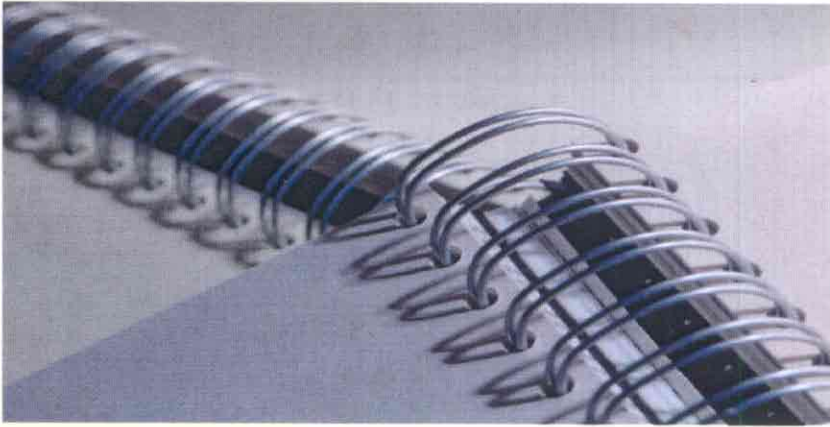
Thank you to everyone hosting a party in response to Community Event #2: Metrolina AIDS Project's "Guess Who's Coming to Dinner?" event. The event will be on May 15, 2004 and we need volunteers to work around the actual event. Click here [Volunteer Form](#) for more details. MAP is a division of the United Way, an HP sponsored charity.

[CLICK HERE FOR VOLUNTEER FORM](#)

#### *Community Event #3*

Look out for our next community event. REWS received many suggestions for charity events and groups for our area. Thank you for your suggestions. We want "HP" and "community" to go hand-in-hand!





## OFFICE NEWS

### *Welcome new Employees!*

Among HP's new acquisitions are the companies [Novadigm](#) and [Triaton](#). The following employees from these companies are the newest members of our office:

#### Novadigm

Steve Phillips  
Barry Duncan

#### Triaton

John Harbison  
David Harrison  
Chad Wilburn  
Marilyn Leonard  
Donald Melton  
Merv Massey  
Scott Reid

Additions to the office via our BoA account as of May 3, 2004:

David Todd	Don Sniegocki
Erika C. Smith	Dewayne Mikkleson
Don Post Jr.	
Andrew Pittman	
Steve Chambers	

### *New Printer Installed*

The newest printer on our network is a Designjet 750 C Plus Plotter and is located at [\\ccaprint02\ceo021hp07](#). Before you connect to it, read up on what a Plotter is.

<https://www.designjet.hp.com/>

Look out for another Color LaserJet on the network as well!

## COMPANY NEWS

### *Sensible Printing Saves \$*

In-house printing and copying is not only a luxury, it's a company expense. Please remember the following tips for printing responsibly.

- Use duplex printing whenever possible. The following printers are duplex printers.

[\\ccaprint01\ceo021hp02](#) (color)

[\\ccaprint01\ceo021hp03](#)

[\\ccaprint01\ceo021hp05](#)

- If you have a big job to print try [Mimeo \(click here\)](#). HP helped Mimeo get started; we get the biggest discount. To print with Mimeo cost approximately **the same** for HP as printing in-house, but without the hassle and frustration. You can install Mimeo from HP PCCOE. Check out the [Mimeo Demonstration](#) today!
- Only print what is necessary. Emails can be archived and other documents can be zipped and put on your hard drive, CDs, or floppy disks.

Any questions on how to use these tips? Contact REWS 704.424.4934 or [charlotte.bsc@hp.com](mailto:charlotte.bsc@hp.com)

### *PHIL: Not just a TV Doctor Anymore*

HP's newest tool for finding employee phone numbers is not on the Portal. It's PHIL or Phonetic Info Library. Looking for an HP employee? **Just dial 281.927.2700 and try it out!**